



BOARD OF INVESTMENT TRUSTEES

OFFICE OF HUMAN RESOURCES DEPARTMENT OF FINANCE

January 23, 2012

UPCOMING CHANGES TO THE PROCESSING OF YOUR PAYMENTS

Montgomery County recently implemented a new payroll and financial accounting system. One result of this implementation is that the processing of monthly payments to retirees, beneficiaries and other payees will be moved from Aetna, the current provider, to the County's new in-house system. Please note the important dates shown below as to when and how this change will affect you:

February 1, 2012 payment – This will be the last payment Aetna will process. The County will begin processing all payments to you on **March 1, 2012**.

Payment Advice – The payment advice you will receive for your **March 1, 2012** payment will be expanded to include a separate line item for each deduction from your monthly payment. Your deductions for Federal and/or State of Maryland tax withholding, premiums for health and other insurance, and other types of deductions will each be reflected line by line to assist you in monitoring the deductions being withheld.

Method of Payment – Please keep in mind that all monthly payments to retirees, beneficiaries and other payees will only be made by direct deposit. If you are changing banks or bank accounts, please complete a new direct deposit form (available by calling **1-877-613-5212** or via the County's website at: http://www.montgomerycountymd.gov/content/ohr/ResourceLibrary/files/Retiree_ERS_Direct_Dep_Form.pdf). The form must be submitted at least 30 days prior to the first of the next month to ensure your payment is credited to your new bank or bank account.

State Tax Withholding – As we previously notified you in January 2011, only Maryland State tax, if elected, will be withheld from monthly payments to retirees, beneficiaries and other payees on March 1, 2012 and thereafter. If you were having state tax withheld for states other than Maryland, the deduction will stop with your March 1, 2012 payment. **Please prepare for this change by discussing with your tax adviser how you can make payments for state taxes that may be required.**

2011 Tax Reporting – Aetna will be mailing your 2011 1099R tax statement shortly. If you have questions concerning your tax statement, please contact Aetna at 1-800-952-2700.

Questions – Please call this toll free number: **1-877-613-5212**. Your questions will be answered by the County's MC311 centralized phone service. When you are connected to MC311 you will hear a brief announcement welcoming you and then you will be asked to select your preferred language. After you make your selection, you will be connected to a trained and knowledgeable professional ready to assist you. Hours of operation are Monday through Friday from 7a.m. to 5p.m.

Montgomery County Employee Retirement Plans

101 Monroe Street • Rockville, Maryland 20850

1-877-613-5212